



**DEPARTMENT OF LABOR**  
**DIVISION OF STATE OF DELAWARE**  
**EMPLOYMENT AND TRAINING**  
4425 NORTH MARKET STREET, THIRD FLOOR  
WILMINGTON, DE 19802

THOMAS M. SMITH  
DIRECTOR

TELEPHONE: (302) 761-8129  
FAX: (302) 761-4679

January 28, 2016

City of Wilmington  
Mayor's Office of Economic Development  
Louis L. Redding City/County Building  
800 North French St., 3<sup>rd</sup> Floor  
Wilmington, DE 19801

Denita Thomas:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$20,000. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

Once all signatures are obtained on the agreement, 75% of the contract award amount will be authorized for payment. No expenditures will be authorized without a fully executed agreement.

In order to receive funds from the State of Delaware, you must have completed W-9. The W-9 form can be completed and submitted securely online at: <https://w9.accounting.delaware.gov/?OpenForm>. If you currently receive funds from the State of Delaware you do not need to submit the W-9 again.

Please contact me at 302-761-8136 or [Rachel.turney@state.de.us](mailto:Rachel.turney@state.de.us) with any additional questions you may have.

Sincerely,

Rachel Turney  
Chief of Employment, Training & Policy

*Mission Statement:*

*"To provide services enabling employers and job seekers to make informed employment and training choices leading to employment."*



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January 28, 2016

Delaware Skills Center  
1300 Clifford Brown Walk  
Wilmington, DE 19801

Eric Wells:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$5,300. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

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January 28, 2016

First State Community Action Agency  
308 North Railroad Ave.  
Georgetown, DE 19947

Bernice Edwards:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$18,400. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

Once all signatures are obtained on the agreement, 75% of the contract award amount will be authorized for payment. No expenditures will be authorized without a fully executed agreement.

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January 28, 2016

Interfaith Community Housing of Delaware, Inc.  
613 North Washington Street  
Wilmington, DE 19801

Monica Alvarez:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$20,000. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

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January 28, 2016

Middletown Area Chamber of Commerce  
402 North Cass Street  
Middletown, DE 19709

Roxane Ferguson:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$13,080. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

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Polytech Adult Education  
823 Walnut Shade Road  
Woodside, DE 19904

Jeremy McEntire:

Thank you for your proposal in response to the TRAIN Program Request for Proposals issued on December 18, 2015. You have been awarded \$19,964. You will be contacted to obtain any necessary documents to write the agreement. The effective date of the agreement will be February 1, 2016.

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